



**COLLEGE OF THE NORTH ATLANTIC
REPORT OF ASSET THEFT OR LOSS**

This form shall be used to report the loss of any College asset. This will apply to equipment, furniture or material loss due to theft, mislaid, damaged beyond repair or vandalism.

Description of Occurrence

DATE: _____ TIME: _____ CAMPUS: _____

SUPERVISOR: _____ PHONE #: _____

THEFT: VANDALISM: LOST/MISLAID: DAMAGED:

DESCRIPTION OF ITEM: _____

ASSET #: _____ MODEL #: _____ SERIAL #: _____

Was there evidence of Break and Entry? YES NO

If YES describe how entry was gained.

Did you call the police: YES NO TIME/DATE: _____

REMARKS:

Report prepared by: _____
TIME: _____ DATE: _____

INVENTORY CONTROL CLERK

Item was recovered and returned to service on Date _____ Name _____

Item was not recovered and should be written off. Date _____ Name _____